

# Virginia Department of Rehabilitative Services

## APPLICATION FOR VENDORSHIP

### Community Support Services for People with Brain Injuries (A1203)

INDIVIDUAL: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

DATE: \_\_\_\_\_ DRS Vendor#: \_\_\_\_\_ Date Vendorship Expires: \_\_\_\_\_

**NOTE:** For DRS purposes, the term “community support services” applies *only* to services provided to people with acquired and other traumatic brain injuries.

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***Please submit the following information in your application:***

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Letter(s) from local DRS field manager(s) stating the need for the proposed service.

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Letter(s) from a neuropsychologist / licensed clinical psychologist agreeing to provide consultative services to the organization.

☐

Program description and scope of services with the following information:

- name of organization and primary contact person [name, address, phone, fax, e-mail];
- program management structure [names, qualifications/credentials, and background/experience of **(1)** program managers **and** **(2)** direct service providers]. Please include specific and relevant background / experience / training / supervision related to the proposed service;
- nature and description of services to be provided [e.g., training in daily living skills such as household and financial management, personal care/hygiene, coping and social skills, using transportation]. (*A brief description of services that can be provided under Community Support Services for People with Brain Injuries is found in Section II of the CSS “Appendix A – Service Item Code A1203, Provision of Services Agreement”*);

**NOTE:** Vendors will be approved to provide only those services contained in Community Support Services Appendix A and as specified in their vendorship package.

- individuals for whom services will be provided and overall purpose / goal of services [i.e., why is the service needed? what rehabilitation problems will be addressed?];
- admission and exit criteria, including screening and intake procedures;
- training methods used in the delivery of services [i.e., what instructional techniques and/or strategies will be used? what is the rationale for using the approach?];
- strategies for assuring consumer direction/participation in all phases of service delivery and the individualized delivery of services for each consumer; and
- outcomes expected for consumers and methods to assess effectiveness of services.

**REIMBURSEMENT RATES:** Reimbursement rates for Community Support Services for People with Brain Injuries (CSS/BI) are as follows:

- (1) Vendors with a Purchase of Services agreement with DRS for Supported Employment Services will be reimbursed for Community Support Services (A1203) at their hourly job coach rate. Please indicate your current DRS Vendor Number!
- (2) Vendors without a Purchase of Services agreement with DRS for the provision of Supported Employment Services will be reimbursed for Community Support Services at the average job coach rate for their region. The vendor's region is determined by DRS to be the vendor's primary service location or main office address. Average job coach rates for specific regions are available from Kenna Bayer in Vendor Services.



*Questions? Call Patricia Goodall, Brain Injury & Spinal Cord Injury Services or Kenna Bayer, Vendor Services, at 804-662-7000, toll free 800-552-5019, or TTY toll free 800-464-9950.*

**APPLICATION:**

*05/07 DRS Office Use Only*

<b>Approved:</b> _____	<b>Date:</b> _____	
<b>Provisional Approval:</b> _____	<b>Date:</b> _____	<b>Date Expires:</b> _____
<b>Not Approved:</b> _____	<b>Date:</b> _____	
<b>Pending:</b> _____	<b>Date:</b> _____	

If application is a Provisional Approval, Not Approved, or Pending, what is needed for approval? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_